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PERSONNEL REQUIREMENTS - BASIC SCHOOL, OTR

- REFERENCE:
- a. Memorandum from Director of Training to Deputy Director (Support), dated 8 March 1955, subject: OTR Requirement for Instructor Personnel from DD/S Components
 - b. Memoranda from: Director of Personnel to DD/S, dated 1 April 1955; from Comptroller to DD/S, dated 12 April 1955; and from Director of Logistics to DD/S, dated 12 April 1955; re: nomination of instructor candidates
 - c. Memoranda from Special Assistant, DD/S, to Director of Training, dated 4 April, 14 April, and 23 April 1955, transmitting nominations for review and action

1. On the basis of referenced memoranda, three instructors have been selected from among the candidates nominated by DD/S Offices, as follows:

- 25X1A9a a. From the Office of Personnel - [REDACTED], GS-13.
- 25X1A9a b. From the Office of the Comptroller - [REDACTED], GS-12.
- 25X1A9a c. From the Office of Logistics - [REDACTED], GS-12.

2. The Office of Training's need for the services of these instructors was set forth in the Director of Training's memorandum of 8 March 1955, reference a. To summarize:

a. The general requirement is to enable OTR to provide an adequate, well-rounded program of support training in its present courses; and to make possible the offering of additional administrative courses for headquarters personnel.

b. Specific requirements are:

(1) For better coverage of the broad field of Personnel than is now being provided by occasional guest lecturers; and for the planning, development and presentation of additional Personnel coverage in present and proposed courses.

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25X1A9a

(2) For a second Finance instructor to supplement the work of [REDACTED]. Finance training requirements now exist in some eight to ten OTR courses, several of which sometimes run concurrently. The present volume of coverage, plus proposed additional activities, will require two qualified instructors henceforth.

(3) Increased coverage of Logistics subjects in basic and in advanced and specialized courses. A qualified Logistics instructor is needed to supply depth and continuity of instruction, and to reduce OTR's dependence upon guest lecturers.

3. These instructors should be placed on the T/O of the Basic School, which has responsibility for Administrative training. This School lacks vacancies to accommodate them. Action has been initiated to make budgetary and classification provision for the three positions in Fiscal Years 1956 and 1957.

4. It is requested, therefore, that the Office of Training be authorized a net increase in ceiling of three positions, two at grade GS-13 and one at GS-12, for allotment to Basic School, Administrative Training Faculty, to cover the three DD/S instructors, as follows:

25X1A9a

a. One GS-13 for [REDACTED] Personnel instructor, who is now at grade GS-13.

25X1A9a

b. One GS-13 for [REDACTED] Logistics instructor, who is now at grade GS-12 and has entered the zone of consideration for promotion.

25X1A9a

c. One GS-12 for [REDACTED] BF instructor, now GS-11, who is in the zone of consideration for promotion.

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